

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Gardener										NA										5003										04										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM FWS Job Grading Standard for Gardening, 5003 TS-17 June 71																																																	
S.J. NEW																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Principal Classifier																																																																					
Signature																				Date																																																	
																				12-31-01																																																	
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Gardener **POSITION NUMBER** 01-018A

**JOB SERIES:** 5003 **PAY LEVEL:** NA-4

**Summary of Duties:** Performs a variety of seasonal gardening tasks, such as, prepares soil with the proper mixture of sand, humus, topsoil and fertilizer; places seeds and plants in soil at proper depth, taking care not to damage roots while transplanting; lays sod, aerates lawns, and prunes and trims shrubs and hedges for a neat appearance and harvests, labels, and stores seeds and bulbs for later use. May measure and mix specified amounts of fungicides, insecticides, and herbicides following instructions on product labels and in a manner consistent with environmental instructions. Inspects plants for obvious plant diseases, plant insects, and unusual or poor plant growth and reports these conditions to the supervisor. Observes environmental and safety rules and regulations. May drive a motor vehicle with a gross vehicle weight of up to 10,000 pounds throughout an installation under limited traffic conditions at low speeds to transport supplies and equipment.

Performs other related duties as required.

**Skills and Knowledge:** Knowledge of seasonal gardening tasks and procedures, for example: how to apply fertilizer evenly to avoid underfeeding or burning plants. Ability to use a variety of hand and power operated garden tools and equipment such as seeders, spreaders, edgers, hedge trimmers, pruning shears, and sprayers. Ability to detect plant diseases and unusual or poor plant growth. May require the operation of a motor vehicle, requiring a driver's license.

**Responsibility:** Supervisor provides specific instructions as to the plants to tend and the nature of work to be performed and ensures compliance. Completes work with little review during progress. Follows directions from supervisor or manufacturer in measuring and mixing fertilizer or chemical agents. Carefully handles roots of plants to insure continued growth when transplanting.

**Physical Effort:** Work requires frequent walking, standing, pushing of carts and wheelbarrows, bending and stooping. Occasionally climbs ladders to prune or trim vegetation and frequently lifts heavy objects such as bags of fertilizer, seed, etc., weighing occasionally over 50 pounds.

**Working Conditions:** Work is done outside and incumbent is subject to discomfort from long periods in hot sun and sometimes to chilly or rainy weather. Exposed to dirt, dust, mud and sometimes to common household-type chemical sprays and dusts. May be required to wear protective clothing. Chance of minor injuries such as bruises, cuts, scrapes and occasional possibility of broken bones from falls.